



**CYNTHIA A. HARDING, M.P.H.**  
Interim Director

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March 3, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

A handwritten signature in black ink that reads "Cynthia A. Harding". The signature is written in a cursive, flowing style.

SUBJECT: **FOOD SERVICE LICENSING FEES MOTION - (ITEM NO. 40-A,  
AGENDA OF FEBRUARY 10, 2015)**

In a motion by Mayor Michael D. Antonovich on February 10, 2015, the Department of Public Health (DPH) was directed to investigate and report back to the Board on actions being taken to address the performance of staff in a matter involving the licensing of a part-time seasonal snack bar operated by the Covina American Little League Program, and immediately contact the Covina American Little League Program as requested by the President of the organization. This report provides the outcome of the Department's investigation.

DPH staff contacted Gilbert Morales, President of the Covina American Little League Program, to clarify the public health permit and fee for the snack bar, Hollenbeck Park Kitchen. The snack bar is operated by the organization consistent with the Public Health Permit (PHP) for a restaurant.

The business started on May 1, 2013, and as such, the permit fee was prorated for the last quarter of FY 2012-2013 to \$156.25. Mr. Morales informed staff that the snack bar does not operate year round. This year it will operate from March to June 2015. If this is the case, the annual permit fee of \$625 will be prorated for two quarters.

To further assist the organization, DPH staff provided Mr. Morales with information on fee exemptions, procedures on assigning risk assessment, and a summary of changes to PHP, license and service fees. Mr. Morales indicated his understanding of the PHP fee schedule, PHP billing process, and the criteria used to assign a risk assessment category to the food facility.

DPH has reiterated to staff the importance of providing excellent customer service to constituents such as the Covina American Little League Program.

Each Supervisor  
March 3, 2015  
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Constituents may call the DPH Environmental Health Customer Call Center for assistance at (888) 700-9995, or send email to [ehmail@ph.lacounty.gov](mailto:ehmail@ph.lacounty.gov).

If you have questions or need additional information, please let me know.

CAH:vlb

PH: 1502:002

c:     Interim Chief Executive Officer  
         County Counsel  
         Acting Executive Officer, Board of Supervisors